

Enterprise Human Resources and Payroll



49 *Change in Leave Category for ES, SL and ST Employees*

Section 202(b) of the Federal Workforce Flexibility Act of 2004, which was recently signed into law by the President, provides that members of the Senior Executive Service (SES) and employees in senior-level (SL) and scientific or professional (ST) positions are entitled to accrue annual leave at the rate of 1 day (8 hours) for each full biweekly pay period without regard to the length of their service with the Federal Government. Section 202(b) became effective on October 30, 2004, the last day of the October 17-30 pay period. Because the law provides that employees accrue annual leave on the basis of full pay periods (5 U.S.C. 6303), the higher accrual rate applies to all SES and SL/ST employees who are employed for the full pay period that began on October 17, 2004.

Listed below are the steps that will be taken to implement this change.

1. EHRP will automatically generate a 9120/Leave Category Change NOAC for all employees in pay plan ES, SL and ST who are not already accruing 8 hours of annual leave per pay period. This action will have an effective date of 10/30/04.
2. The Payroll System will automatically change the annual leave accrual rates of affected ES, SL and ST employees to 8 hours, retroactive to pay period #23 (ending date 10/30/04), provided they were employed for the full pay period that began on 10/17/04. The Pay System will be updated to show the correct leave balances. A PECs action will not be required.

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49 *Change in Leave Category for ES, SL and ST Employees, pg 2*

3. The Payroll System will also add an edit at the end of this pay period (#24) that will restrict the annual leave accrual rate of all ES, SL and ST employees to 8 hours.

4. The ITAS instance run by the PSC will be automatically changed to reflect the annual leave accrual rates of affected ES, SL and ST employees to 8 hours for pay period #23 and their annual leave balances will be updated to reflect the correct annual leave balances.

5. FDA, NIH and CDC time and attendance system owners have been notified of the changes and will notify their users when and if any changes are required in their system.

Note: HR Processors who key accessions for employees hired into ES, SL or ST positions are responsible for establishing the correct leave accrual rates in EHRP. Edits are being considered and you will be informed if edits are added.